



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
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B 03  
27 Sep 12

### COMMANDER'S POLICY LETTER 2-12

From: Commander, Marine Corps Base Quantico

Subj: MILITARY RETIREMENT CEREMONIES

1. Purpose. To establish policy for ceremonial support provided to retiring military personnel.

2. Policy. All retiring military personnel will be provided an opportunity to have a full honors retirement ceremony. Full honors include support from the band, a color guard, a photographer and/or videographer, and a chaplain. Full honors do not include personnel for a formation or parade. Due to the large number of military personnel who retire aboard the base each year, some restrictions are placed on where and when full honors will be provided.

a. Senior Personnel. Senior personnel are those in the grades of O-6 or above, CW05, and E-9. Every effort will be made to provide a full honors retirement ceremony at the time, date, and location requested by senior personnel.

b. Other Personnel. All other military personnel will be provided the opportunity to retire during a Quarterly Morning Colors Retirement Ceremony. Dates for these ceremonies are published in the Master Event Schedule.

c. Restrictions. Ceremonies will not be scheduled outside when temperatures can be expected to exceed red flag condition or be less than 50 degrees. The length will not exceed 45 minutes. Ceremonies will not be conducted in locations that may negatively impact regular operations aboard Marine Corps Base, Quantico (MCBQ).

3. Action. All requests to obtain support for a senior service member's retirement ceremony or to participate in a Quarterly Morning Colors Retirement Ceremony will be submitted to the Operations Chief, G-3, MCBQ, at 784-4957. Requests must be received no later than 30 days before the scheduled ceremony.

/s/

DAVID W. MAXWELL